

# NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

## REQUEST FOR MODIFICATION TO COASTAL GENERAL PERMIT

### CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

7/03

These are the submission requirements for an administratively complete application package to modify an existing coastal **general permit**. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement. Additional information available at our website: [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse).

- ☐ 1. A completed LURP application form;
- ☐ 2. A check or money order for \$200 (Payable to: Treasurer - State of New Jersey, Environmental Services Fund);
- ☐ 3. Photographs showing the specific location of the proposed development taken from a minimum of four different locations and labeled as to orientation. Submit originals mounted with description and location of each view;
- ☐ 4. Three copies of an amended site plan showing:
  - ☐ i. All site plan information required under the specific coastal general permit;
  - ☐ ii. The originally approved development; and
  - ☐ iii. All proposed changes to the existing development.
- ☐ 5. White certified mailing receipts or other written receipt as evidence that a complete copy of the application has been forwarded to the clerk of the municipality;
- ☐ 6. White certified mailing receipts or other written receipts as evidence that a copy of (i) the completed LURP application form, (ii) the site plan (this plan maybe on an 8.5 by 11" sheet of paper provided it generally depicts the proposed development and the site location) and (iii) the notice below, have been forwarded to the following parties:
  - ☐ a) County Planning Board
  - ☐ b) Municipal Planning Board
  - ☐ c) Municipal Environmental Commission (if one exists)
  - ☐ d) Municipal Construction Official
  - ☐ e) All property owners surrounding and sharing a property boundary at any point on the perimeter of the proposed development.

*"This letter is to provide you with legal notification that an application will be submitted to the New Jersey Department of Environmental Protection, Land Use Regulation Program for a Permit for (**DESCRIBE THE DEVELOPMENT SHOWN ON THE ENCLOSED PLAN**).*

*The complete permit application package can be reviewed at either the municipal clerk's office or by appointment at the DEP's Trenton office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 days of receiving this letter. Your comments should be sent along with a copy of this letter to:*

*New Jersey Department of Environmental Protection  
Land Use Regulation Program  
PO Box 439  
501 East State Street  
Trenton, New Jersey 08625-0439  
Attn: "(County in which the property is located) Section Chief"*

- ☐ 7. A copy of the public notice, which was mailed to those parties, listed in item 6 above and a list certified by the municipality of all property owners of real property, including easements as shown on the tax duplicate, to whom notice is required; and
- ☐ 8. Any additional information the applicant believes will assist the Department in reviewing the proposed modification.